



# CITY OF HOUSTON

## Job Posting

1	<b>Applications accepted from:</b>	<b>ALL PERSONS INTERESTED</b>
2	<b>Job Classification</b>	<b>SENIOR PAYROLL CLERK</b>
3	<b>Posting Number</b>	<b>PN# 113149</b>
4	<b>Department</b>	<b>Houston Airport System</b>
5	<b>Division</b>	<b>Bush Intercontinental Airport</b>
6	<b>Section</b>	<b>Management</b>
7	<b>Reporting Location</b>	<b>2800 North Terminal Road</b>
8	<b>Workdays &amp; Hours</b>	<b>Varied, normally M-F</b>
		<b>*Subject to change</b>

9    **DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS**

In a fully automated timekeeping environment, processes payroll transactions for a 75-employee or larger work group. Responds to employee and supervisor questions regarding payroll. Performs data entry tasks. Distributes payroll checks. Assists with Worker's Compensation paperwork. Provides customer service to all employees and supervisors. Performs other payroll and clerical duties as assigned.

10   **WORKING CONDITIONS**

Performing these duties will involve: observing and differentiating details amid distractions; solving arithmetic and numerical problems; speaking and writing effectively; dealing with people in tense situations; performing repetitive activities that are critical and demanding; operating city vehicles; ability to work in standard office environment; may be required to lift up to twenty (20) pounds; ability to visit various work locations involving considerable distances and maintaining high ethical standards. Must be willing and available to work all shifts, including rotation, weekends and holidays.

11   **MINIMUM EDUCATIONAL REQUIREMENTS**

High School Diploma or GED certificate.

12   **MINIMUM EXPERIENCE REQUIREMENTS**

Two (2) years of payroll or payroll related experience is required, preferably in an automated environment.

13   **MINIMUM LICENSE REQUIREMENTS**

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

14   **PREFERENCES**

Knowledge of basic bookkeeping and standard accounting procedures in an automated environment; ability to operate a personal computer, calculator, facsimile machine, copier and other standard office equipment. Knowledge of GENESIS Timekeeping System and MS Office Suite software. Ability to deal courteously and effectively with employees, supervisors, and co-workers. Ability to communicate effectively orally and writing.

15   **SELECTION/SKILLS TEST REQUIRED**

Work sample exercise, application review and/or interview.

16   **SAFETY IMPACT POSITION**

☒ Yes                      ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17   **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

<u>Salary Range - Pay Grade 13</u>	
\$ 989.00 - \$1,154.00 Biweekly	\$25,714.00 - \$30,004.00 Annually

18   **OPENING DATE**

SEPTEMBER 13, 2006

19   **CLOSING DATE**

OPEN UNTIL FILLED

20   **APPLICATION PROCEDURES**

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor or for advanced consideration submit online at:

<http://www.fly2houston.com>.

**Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

An Equal Opportunity Employer